

HOME-BASED SERVICES – VOLUNTARY (PSC), COURT ORDERED (PSS), & FAMILY PRESERVATION (PFP)

1. Is there a current case plan in the file?

According DCFS practice guideline 105.2, the initial case plan will be completed within 45 days of the case start date for PSS and PSC cases and 20 days for PFP cases. As per DCFS practice guideline 103.1, the case start date will be no later than the date the court orders home-based services, the date prior services close, or the date the services are assigned, whichever comes first. There should be no lag time between the closure of the prior case and the opening of the home-based case. This plan is then updated at least every six months. The case plan now in use by the Division has two parts: the functional assessment and the Child and Family Plan. The beginning and ending dates of the Child and Family Plan should be recorded on the form. Check those dates to be sure a plan was in the file (or on Safe), which was current until the end of the current review period. A child and family plan is considered complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in Safe. A child and family plan is considered incomplete if the function assessment is missing or if there are gaps from when the old plan ends and the new one begins. There must be at least a child and family plan form in the file to answer this question yes or partial as appropriate.

If there is not a child and family plan that is current/complete through the end of the review period, this question should be answered No.

Yes	There is a current case plan in the file.
Partial	There is a case plan, but it is incomplete or late (but still completed within the review period. Must have a complete child and family plan form but other sections may be missing).
No	There is not a current case plan in the file; the child and family plan form is missing.
Not Applicable	The initial case plan was not yet due at the end of the review plan (put ORP in the comments section).

2. Was an initial child and family plan completed for the family within 45 days of the case start date?

DCFS practice guideline section 105.1 requires that a child and family plan shall be developed for each family receiving home based services (PSS, PSC, PFP). Usually that child and family plan is found on the Home Based child and family (service plan) form. The Intensive Family Preservation Treatment Plan may be used for PFP cases. According DCFS practice guideline 105.2, the initial case plan will be completed within 45 days of the case start date for PSS and PSC cases and 20 days for PFP cases. As per DCFS practice guideline 103.1, the case start date will be no later than the date the court orders home-based services, the date prior services close, or the date the services are assigned, whichever comes first. As per DCFS practice guideline 105.1A, a child and family plan is considered complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in Safe. Determine the completion date of prior services, the date services are assigned, or the date services were court ordered and compare that date to the completion date of the child and family plan to determine if the plan was finalized on time. Remember PFP cases are read for the life of the case. This means the completion of the child and family plan will need to be evaluated even if it is developed outside the official review period.

Yes	An initial child and family plan was completed for the family within 45 of the case start date which is no later than the date the court orders home-based services, the date prior services close, or the date the services are assigned, whichever comes first.
Partial	An initial child and family plan was completed for the family, but was not completed on time/late.
No	An initial child and family plan was not completed for the family or there is no documentation in the record that a child and family plan was completed. (answer question 3 NO)
Not Applicable	The initial child and family plan was not due until after the current review period (answer questions 3-5 NA) . The initial plan was created prior to the review period for PSS/PSC cases.

3. Were all of the needs/services identified on the Risk Assessment or referral form addressed in the initial child and family plan?

DCFS practice guideline section 108.4 states that any other appropriate agency service may be used in support of family preservation services as long as the worker can document that the service requested will increase the likelihood of the child being able to remain at home. The family preservation worker should provide the services to the family or arrange for others to provide services if needed. PSS/PSC services are provided to families experiencing problems that may threaten their children's safety, physical/emotional well being and family stability. If the home based case was referred as a result of a supported report of abuse or neglect, the investigator should have completed an assessment of risks to the child and identified the services needed to address those risks. Review the most current risk assessment, case transfer form, functional assessment and/or referral form to determine the services needed by the family, then review the child and family plan to determine if all needed services are addressed in the child and family plan. If a type of service is identified on the referral form or risk assessment but not addressed in the child and family plan, determine the reason for this if possible before answering this question as partial or no. The worker may document why a particular service is not being provided even though it is identified on the referral form. If some of the services are addressed in the initial plan (but not all the services needed) and the worker states reasons why all the services are not addressed or that the remaining services will be addressed later, this question may be answered Yes.

Yes	All of the services identified on the risk assessment and/or referral form were addressed in the initial child and family plan.
Partial	Some but not all of the services on the risk assessment and/or referral form were addressed in the initial child and family plan.
No	The services needed as identified on the risk assessment and/or referral form were not addressed in the initial child and family plan. The initial child and family plan was not developed.
Considered for Extenuating Circumstance	There is a need for services indicated on the risk assessment/referral form but the services could not be provided for reasons beyond the worker's control, as documented in the record; <i>e.g.</i> , there are no services available in the area to meet the family's needs. (Put the reason in the comments section.)
Not Applicable	The current child and family plan is not the initial plan.

4. Were the following team members involved in the development of the current child and family plan?
 - a. the natural parent(s)/guardian?
 - b. the stepparent (if appropriate)?
 - c. the target child(ren) (age 5 and older)?
 - d. other professionals (if appropriate)?

DCFS practice guideline section 105.1 requires that the child and family plan will be developed mutually by the child and family team through which the family can establish and meet its needs. The child and family plan will be complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in SAFE. Members from homemaking services, therapist, teacher, probation officer etc should be invited to participate in the development of the plan if the involvement is related to the family achieving their goals. Check the Activity Logs, staffing tab, correspondence section or elsewhere in the record to determine who was involved in the development of the child and family plan. The child(ren) should participate in the plan development if they are at least age 5 and are identified as “target children”. If the caseworker does not identify who the target children are, then it may be assumed that all children in the family should be involved in the development of the child and family plan if age 5 and older. For #d, document who the other professionals are and note if there are any professionals left out of the process and if so who they are.

Yes	This party was involved in the development the child and family plan.
Partial	For A only: one parent was involved in the development of the plan when both parents are involved in the family. For B only: one stepparent was involved in the development of the plan when there are two stepparents in the family. For C only: some but not all target children are involved in the development of the child and family plan.
No	This party was not involved in creating the child and family plan or there is no documentation that the party was involved in creating the child and family plan or there is no documentation of a case planning process.
Considered for Extenuating Circumstance	The worker documented attempts to involve this party in creating the child and family plan but the party refused to participate.
Not Applicable	The child and family plan was not due by the end of the review period; or the child and family plan was created prior to the review period (PSS/PSC cases only). (Put reason in the comments section). For A, B, C only: the family/child could not be located; for A only, reunification services have been terminated by the court; for B only: a stepparent is not involved; for C only: the child is non-communicative or otherwise does not understand the child and family plan process or the caseworker documents a valid reason why the child(ren) is/are not included in the development of the child and family plan; for D only: other professionals (other than the DCFS worker) are not involved with the family.

5. Did the worker identify the family's strengths in the case planning process/ development of the child and family plan?

The DCFS guideline section 104.2 states a functional assessment shall be updated as new information is obtained for each child and family receiving home-based services prior to the development of the child and family plan. Part of updating the functional assessment is the identification family/child strengths. This information may be found on the Social Summary, Needs Assessment, or functional assessment forms. It could be found in the Child and family plan, Activity Logs, or team meeting notes, etc. Strengths do not have to be listed on the child and family plan but that is a good place to look to determine if strengths were used in the case planning process. Review the child and family plans (s), functional assessments and other documents that are applicable to the review period and determine if the family strengths have been identified. Strengths should be exceptions to the problem behavior, areas of the child's/family's life that are working well, past successes in dealing with/coping with crisis or challenging situations, past attempts to solve a problem, even if not completely successful, child/family belief that change is possible and/or a strong desire to change a behavior, support systems for the child/family such as extended family members, neighbors, etc. Examples that do not include strengths are: anything that does not help the child/family in meeting a need, resources provided by DCFS or the caseworker such as a Medicaid card, anything that is a task or step such as the parents are willing to attend a parenting class. Only one appropriately defined strength is needed to answer this question Yes.

Yes

The family strengths were identified in the case planning process.

No

The family strengths were not identified in the case planning process or there is no documentation that the family strengths were identified. There was not a case planning process within a 30 days of when the case plan was due or completed or there was not a case planning process during the review period or a child and family plan was not developed if due during the review period.

Not Applicable

Participation in the case planning process by the family is inappropriate or impossible (*e.g.*, whereabouts unknown, rights terminated, reunification services are terminated, incarcerated long term, etc.); the development of the child and family plan /case planning process occurred prior to the review period.

6. Did the worker initiate services for the family/child as identified in the child and family plans (s)?

As per DCFS practice guideline sections 106, 106.1, 107, 107.1, and 107.2 discusses the initiation of services

for the family/child in order to keep the child in the home. Intensive family preservation services are utilized when a child(ren) are in imminent danger of being placed in out-of-home care. The in-home worker should provide the necessary services for the family or refer the family to another agency for services if applicable. Review all child and family plans (s) applicable to the current PFP episode or review period for PSS/PSC cases and determine what services are needed, then review the activity logs, progress summaries, collateral contact and correspondence sections of the file to determine if services were initiated. If the child and family plan identifies specific agencies (including addresses and phone numbers) where the client may obtain services and if the client has a copy of the child and family plan, then the worker initiated services for the family and this question may be answered Yes or Partial depending on the situation. If services identified on the plan are covered in other areas of the review such as caseworker visits or collateral contacts, these items do not need to be reevaluated in this section.

Yes	The worker initiated all services for the family as identified in the child and family plans.
Partial	The worker initiated some but not all the services for the family as identified in the child and family plans.
No	The worker did not initiate services for the family as identified in the child and family plans or there is no documentation that the worker initiated services for the family as identified in the child and family plans.
Considered for Extenuating Circumstance	The worker did not initiate services for the family as identified in the child and family plans for reasons beyond the workers control such as the family refused services, the family could not be located. (Write detailed explanation in the comments section.)
Not Applicable	The family was not receiving in-home services. Services to be provided to the family were not identified in any child and family plans. There is not a plan for the entire review period.

7. Did the worker make at least one home visit each month of this review period?

DCFS practice guideline section 106.1 states home visits are to be performed on at least a monthly basis. Home visits by a caseworker at least once per month is one of the core services which comprise the minimum level of service provision which shall be provided for families receiving protective supervision or voluntary supervision services. Check the Activity Log, progress summaries, court reports and elsewhere in the record for documentation that a home visit was conducted during each month of the review period. The supervisor, mentored worker, or intern representing the family's caseworker, if the caseworker is unavailable for an appropriate reason, may make the caseworker's visits to the family's home. Home visits must occur in the home in which the target child is living.

Yes	The worker made at least one home visit this month.
No	The worker did not make a home visit this month or there is no documentation of a home visit this month.
Considered for Extenuating Circumstance	The worker documented two or more attempts to make this visit but the family was unavailable; or family/child moved out of state, ICPC agreement in place or pending. (Write detailed explanation in the comments section.)
Not Applicable	The family was not receiving services during this month or received services for less than half of the month.

8. Were collateral contacts made each month of this review period to monitor the child and family's progress with the child and family plan?

DCFS practice guideline section 105.3 requires quarterly collateral contacts with team members working with the child and/or family (such as teachers, day care providers, and therapists) to monitor the child and family's progress with the goals on the child and family plan. These contacts may be in person or by phone or mail. Check the Activity Log, progress summaries, reports, letters or updates from service providers, and elsewhere in the record for documentation of at least one such contact each month of the review period. Case staffings/consultations with co-workers or supervisors do not count as a collateral contact. Remember that the collateral contact must match the services needed/provided to the family. For example: if the family is receiving therapy services or parenting skills training, then a collateral contact would be the person providing these services. If the caseworker contacts the child's school to check on attendance but truancy is not a problem addressed in the child and family plan, then that collateral contact would not meet the requirements for this question and the reviewer should look for another contact person that meets the services outlined on the child and family plan. Attorneys of any kind do not count as a collateral contact since they are not identified as a direct service provided on the plan.

Yes	The worker made at least one collateral contact this month.
No	The worker did not make a collateral contact this month or there is no documentation of a collateral contact this month.
Considered for Extenuating Circumstance	There is documentation in the record that the service providers who were contacted refused to participate or that it was not possible to make collateral contacts in this case for other reasons beyond the worker's control. The worker made two or more attempts to contact service providers and was unsuccessful to contact any service providers. (Put explanation in the comments section)
Not Applicable	The family was not receiving in-home services during this month or received services for less than half of the month. The family is receiving services from the in-home worker only not from collateral agencies; no collateral agencies are working with the family. Collateral agencies working with the family are not identified in a child and family plan this month. There is not a current child and family plan for this month of the review period.